

ANITA MARI



PERSONAL DETAILS

Nationality Italian
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EDUCATION

March 2021: Degree in Linguistic Mediation at SSML ISTITUTO DI ALTI STUDI “CARLO BO” in Bologna, languages: English – Spanish (110 cum Laude)

1997-2001: University diploma Simultaneous Interpreter – English and Spanish, obtained from *Scuola Superiore per Interpreti e Traduttori* (SSIT “Carlo Bo”) in Bologna, *University Institute for Modern Languages (IULM)*.

1997: High School Diploma obtained from *Liceo Classico “Ludovico Ariosto”* in Ferrara (Grade: 56/60).

CERTIFICATES AND AWARDS

1 October 2014 5 credits for attending an ongoing training course relating to the management of collegial bodies (“La conduzione degli organi collegiali nelle istituzioni scolastiche: profili giuridici e psicorelazionali”), run by the University of Bologna (Grade: 29/30).

1 - 30 September 2000: Certificate of attendance for Spanish course level “sobresaliente” (*outstanding*) - Professor in charge Freya Ardao Tafall (lecturer at SSIT).

1 August - 1 September 1998: Certificate of attendance for course in Spanish consecutive interpreting, Almeria (Spain)

1998 - 2001: Course in English for Specific Purposes and individual tuition for consecutive interpreting at *Inlingua*, Bologna.

1995 - 1997: *Certificate of Attendance*, issued by the *English Language Centre* in Ferrara (Grade: Distinction).

WORK EXPERIENCE

Nov 2022 – ongoing **CEO’S EXECUTIVE & PERSONAL ASSISTANT**
(<https://www.rolland.it/>)

Ott – Nov 2022: *Covid Manager/Production Office “Una Storia Nera”* (Groenlandia Group <https://groenlandiagroup.com/>)

Feb.- June 2022: *Administrative Assistant* at Public School in Cento “Liceo Cevolani”

September 2021: *Talent Personal Assistant (Ilbe Group Film Productions <https://ilbegroup.it>), Production Assistant_ Film “Lamborghini”/Talent: Gabriel Byrne*

From May 2012 - January 2022 - Permanent position at Smiling SERVICE Srl, Ferrara. **Back Office - Event Coordinator - Executive & Didactic Coordinator** of Primary school, in charge of the organization of extra-curricular activities, organization and coordination of summer camps, school trips and other school events. Leader of staff (approx. 20 members of staff) and Assistance to the Principal as English Teachers Recruiter.

June 2013 – Dec. 2014 - *Editor in Chief and Director’s Personal Assistant* at the music magazine **OUTSIDER** <http://www.outsiderock.com/>

March 2009 – 2011 *Director’s Assistant* at **Il Mucchio Selvaggio The Rock Magazine**

April 2006 – Dec. 2012 – STUDIO NOTAIO (notary) Dr. Alessandro Mistri, Ferrara.

Executive Assistant organizing the agenda; planning business trips and participation in conferences and completion of notary acts. **Production Director** for the BLUE TOWER S.R.L. record label owned by the Notary: planning promotion strategies, scheduling and developing events; planning transport and accommodation; creating promotional materials for events and recorded editions; drafting letters, press releases, liaising with organizers and television networks.

May 2003 – January 2006: WALL STREET INSTITUTE, Ferrara. **Speaking Centre Teacher:** personalized teaching, didactic support and follow-up of students, language laboratory management. **In charge of:** organizing internal company courses, promoting inter-school events and maintaining contact with our clients through continuous monitoring of students' learning pathways. **Service Manager** and **front office:** scheduling courses and activities; assigning students to courses and giving each student personalized advice; creating and setting up company events; editing texts and illustrative material. **Off-site English teacher 'one to one'** and for employees at the **Aeronautica Militare Poggio Renatico (FE): Personal English teacher (EFL) of General Giampiero Gargini.**

June – July 2003: AGENZIA SYNTEA, Ferrara. **Planning Assistant** for the BTS fair (school tourism exchange in Genova).

August 2001 – September 2002: employee at Handling SAS, AEROPORTO "G. MARCONI", Bologna. **In charge of Information Desk** (for non-Italian speakers), regarding flight timetables and passenger helpline.

1997 – 2001 - BOLOGNA FIERE www.bolognafiere.it. **Consecutive and liaison interpreter** for five editions of the MICAM footwear fair, in Bologna, for DITTA ZENGARINI CALZATURE: negotiating with foreign customers, customer/supplier portfolio management and PR. **Simultaneous interpreter** at fairs in Bologna and Milan: FIERA LINEA PELLE (International leather fair) from 1999 to 2002, FIERA DEL LIBRO PER RAGAZZI (Children's book fair) from 1999 to 2001, MOTORSHOW 2000, FIERA EDITORIA (publishing) 2002 edition.

LANGUAGE - COMPUTER SKILLS

Excellent command of spoken and written English and good working knowledge of spoken and written Spanish. Advanced understanding of Mac and Windows operating systems, competent user of Google Drive and good at finding resources on the net.

ADDITIONAL INFORMATION

High motivation for personal growth. Proven experience in dealing with personnel and organizing events and activities. Reliability, discretion, flexibility, excellent predisposition for problem solving, ability to coordinate a team and work in complete autonomy.

Available for daily travel.

Own car – ordinary driving license (B)

In compliance with the Italian legislative decree no. 96, dated 30/06/2003, I hereby authorize you to use and process my personal details contained in this document.

Roma, 22 Febbraio 2023